



LONG ISLAND UNIVERSITY
PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

SUPERVISOR'S EVALUATION OF INTERN

Name of Intern: Deborah Moore Semester: Spring

Name of Host Site: Wappingers Junior High School Library

Host Site Address: 30 Major MacDonald Way, Wappingers Falls, NY
12590

1. Relations with others

- ☒ Exceptional
☐ Works well with others
☐ Satisfactory
☐ Has some difficulty
☐ Works poorly with others

6. Quality of work

- ☒ Excellent
☐ Very good
☐ Average
☐ Below average
☐ Poor

2. Judgment/decision making

- ☒ Very capable decision maker
☐ Shows good judgment
☐ Needs assistance with decisions
☐ Show poor judgment
☐ Does not apply

7. Organizational skills

- ☒ Exceptional
☐ Well-organized
☐ Needs assistance
☐ Disorganized
☐ Needs constant supervision

3. Ability to learn

- ☒ Learns very quickly
☐ Learns readily
☐ Average in learning
☐ Somewhat slow to learn
☐ Very slow to learn

8. Creativity

- ☒ Above Average
☐ Average
☐ Below average
☐ Unable to observe

4. Attitude - Application to work

- ☒ Outstanding enthusiasm
☐ Very interested and industrious
☐ Average in diligence and interest
☐ Somewhat indifferent
☐ Definitely not interested

9. Initiative

- ☒ Above Average
☐ Average
☐ Below average
☐ Unable to observe

5. Dependability

- ☒ Completely dependable
☐ Above average in dependability
☐ Usually dependable
☐ Sometimes irresponsible
☐ Unreliable

10. Overall Performance

- ☒ Above Average
☐ Average
☐ Below average
☐ Unable to observe

(continued)

Supervisor's Evaluation, continued...

11. What have been your observations regarding this intern's communication skills?

a. **Verbal ability:** ☒ Superior ☐ Effective ☐ Needs improvement ☐ N.A.

Comments:

Please see attached

b. **Writing ability:** ☒ Superior ☐ Effective ☐ Needs improvement ☐ N.A.

Comments:

Please see attached

12. Have you noticed any personal and/or professional growth during the internship?

Please see attached

13. Have you observed any areas in which this intern may need to improve?

Please see attached

14. If you had an open position, would you hire this intern?

Please see attached

15. Do you feel the Palmer School's curriculum provided the best mix of theory and practice to prepare this intern for work in your library/archive? ☒ Yes ☐ No

If not, what do you feel this student should have learned before undertaking this internship?

16. What grade would you recommend that the intern be given (circle one):

☒ Pass

☐ Fail

Has this report has been discussed with the student: ☒ Yes ☐ No

PLEASE PRINT:

Name: Beth H. Green Title Librarian

(signed) Beth H. Green Date 4/28/11

Please mail/FAX this to the Palmer School, C.W. Post Campus, Long Island University, 720 Northern Blvd., Brookville, NY 11548-1300 before the semester ends or FAX it to 516-299-4168.

11 a. Verbal ability:

Deborah demonstrated a wide range of capability when speaking, from varying her tone with junior high students to speaking with the building principal. She always demonstrated proper grammar, vocabulary, and appropriate volume.

11 b. Writing ability:

Deborah expresses herself extremely well in the written format; all of her memos and notes that were written with students in mind at the junior high level were always edited and proofed for errors, and students never exhibited problems when reading such. All of her electronic correspondence has been without error, and was always professional and appropriate.

12. Personal and professional growth:

Deborah had previously worked with elementary level students, and was successful doing so, but moving into the junior high level can be extremely daunting for some individuals. That was never the case with Deborah. She came into the library ready to assist with student inquiries and work, as was evident on the first day of her placement, in which she assisted students with their research projects on career choices.

13. Areas of improvement:

Deborah came into the junior high library, excited and eager to work. Since she is still at the beginning stages of librarianship, she is learning about a variety of topics that can affect a school library, both positively and negatively. While some may view this as an impediment, Deborah embraced any and all input offered to her when presented with a situation unique to a school library setting.

While no two school libraries are the same, whether it is in regards to titles of books, computers and their settings, or the circulation system, Deborah has the capability to adapt within any library setting, as was evident in my library this semester.

14. Open position:

Deborah would be more than welcome to join all of the librarians within the Wappingers Central School District here in Wappingers Falls, New York. She has attended department meetings, in which she met with fellow librarians as well as our department coordinator. She would be a highly prized member of any district's faculty and staff.